



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

August 13, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-06

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Act 699 of the 2003 Regular Session, Payment of Employees Upon Separation

Act 699, passed during the 2003 Regular Session, amended and reenacted R.S. 23:631(A)(1) relative to the payment of employees upon separation. The act requires the following of the person employing the employee:

"A.(1)(a) Upon the **discharge** of any laborer or other employee of any kind whatever, it shall be the duty of the person employing such laborer or other employee to pay the amount then due under the terms of employment, whether the employment is by the hour, day, week, or month, on or before the next regular payday or no later than fifteen days following the date of discharge, whichever occurs first.

(b) Upon the **resignation** of any laborer or other employee of any kind whatever, it shall be the duty of the person employing such laborer or other employee to pay the amount then due under the terms of employment, whether the employment is by the hour, day, week, or month, on or before the next regular payday **for the pay cycle during which the employee was working at the time of separation** or no later than fifteen days following the date of resignation, whichever occurs first."

If you have any questions concerning Act 699 of the 2003 Regular Session, please contact a member of the Benefits and Financial Administration Unit at (225):

Angela Woods 342-5345
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Orneatha Wright 342-5357
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JWC:ACV